FALL 1990 CONFERENCE

AUTOMATION IN ARCHIVES

OLD COLONY INN
ALEXANDRIA, VIRGINIA
OCTOBER 31 - NOVEMBER 3, 1990

Mid-Atlantic Regional
Archives Conference

ABOUT MARAC

AUTOMATION

The Mid-Atlantic Regional Archives Conference is a professional association of individuals interested in the preservation and use of archival and historical research materials. Founded in 1972, MARAC is dedicated to promoting the professional welfare of its members in the mid-Atlantic region.

Through publications, meetings, workshops, and state caucuses, the Conference provides means for cooperation and the exchange of information among colleagues in the region. MARAC works actively to improve the competence of archivists, manuscript curators, and records managers in the professional management of all types of records, including textual, audio-visual, and electronic records, photographs, maps, and drawings.

Comprised of over 850 members in seven states and the District of Columbia, MARAC's members serve government and academic institutions, churches, businesses, historical societies, libraries, museums, and professional associations.

MARAC is governed by an elected Steering Committee consisting of a Chairperson, Vice Chairperson, Secretary, Treasurer, eight state/district Representatives, and four at-large Representatives. Additionally, MARAC has established several standing and special committees to address key concerns and interests of the Conference and its members.

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National Archives and Records Administration

Mary Wolfskill
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AUTOMATION IN ARCHIVES

Welcome to the thirty-sixth semi-annual conference of the Mid-Atlantic Regional Archives Conference. The central theme for this meeting is **Automation in Archives**, using automation to assist archival administration. The focus is on using microcomputers to service paper records in small institutions, which constitute the better part of MARAC's stewardship. The Program Committee has organized the sessions into tracks so that conferees can either concentrate on one of the track themes -- appraisal and accessioning, description, reference, database management systems, and management -- or use an eclectic approach and sample from several types of sessions. A few sessions will discuss automated records.

It is fitting that MARAC be the first of the regional organizations to offer such a concentrated program on **Automation in Archives**. The MARAC region is rich in resources for learning more about automation. We can draw upon those in the federal government, in our several strong state archival administrations, and in college and university archives, to say nothing of our colleagues in religious and other archives, historical societies, and manuscript collections. The MARAC Program Committee drew from our membership resources for the major part of this meeting, supplemented, when necessary, by the very best from beyond our region. Three of the four plenary speakers are MARAC founding members. All workshop speakers, save one, are MARAC members.

One group of sessions is devoted to sessions dealing with traditional themes and issues. These include an overview of smaller archives in the Washington, DC, area with collections of national scope, using archival records in the restoration of historic properties, financial records, photographic and other archival sources for the study of the Civil War, and methods of documenting the American Family. Along with several which focus attention on the assistance automation can provide for traditional issues, these sessions will stimulate all MARAC members.

The Old Colony Inn, our conference site, offers a forward looking "high technology" ambience, combined with an Old Virginia atmosphere. The tours can either instruct you in the latest state of the art in automation or they can take you back to earlier, more relaxed times that are the heritage of Alexandria, Virginia.

WEDNESDAY, OCTOBER 31, 1990

PRE-CONFERENCE WORKSHOP

UNDERSTANDING THE USMARC FORMAT FOR ARCHIVAL AND MANUSCRIPTS CONTROL

Wednesday, October 31, 1990, 9:00 a.m. - 5:00 p.m.
Thursday, November 1, 1990, 9:00 a.m. - 5:00 p.m.

This workshop is designed to provide participants with an understanding of the structure and use of the MARC format for archival and manuscript control (MARC AMC). MARC is the standard for structuring cataloging data, regardless of the form of the material cataloged, so that it can be exchanged between automated systems; "AMC" refers to that portion of the MARC format that was developed specifically to handle information on archives and manuscripts. The workshop also will introduce description conventions used in conjunction with the format. Computer skills will not be taught, but a basic understanding of the capabilities of automation is desirable.

Topics include an introduction to the nature and structure of the MARC format and planning and implementation issues. The workshop focuses on the MARC format fields, including "responsibility" (creators or compilers), title, dates, physical description, description of intellectual content, user information, access points (subject headings or form of material), linking, and actions. Participants learn through lectures and individual exercises in tagging archival descriptions.

Instructors:
Kathleen Roe
New York State Archives and Records Administration

Debbie Pendelton
Alabama Department of Archives and History

Workshop fee: $225. Use the separate registration form. Mail fee directly to the Society of American Archivists.

THURSDAY, NOVEMBER 1, 1990

REGISTRATION 12:00 noon - 6:00 p.m.
PRECONFERENCE WORKSHOPS

PLANNING FOR AUTOMATION

Thursday, November 1, 1990, 9:00 a.m. - 12:00 noon

This one-half day workshop will explore the process of planning for automation, including analysis and flowcharting current procedures and systems, determining the functions appropriate for automation, computer hardware and software needs analysis, development of the automation plan, obtaining resources, and implementing the automation plan. The technical backgrounds and proficiency of the participants will determine the technical level of the workshop.

Instructors:
Emily J. Oakhill, *Rockefeller Center Archives*
Thomas Frusciano, *Rutgers University*

Workshop fee: $25.00. Use the MARAC registration form.

THE ARCHIVAL EDGE: A WORKSHOP ON RECORDS MANAGEMENT

Thursday, November 1, 1990, 9:00 a.m. - 5:00 p.m

Knowledge of records management can serve as an "archival hedge" against the destruction of permanently-valuable records and the isolation of the archives within an institutional bureaucracy. The purpose of this workshop is to introduce the basics of records management and illustrate how these elements can become part of an archival program. The workshop will cover: designing a records retention program, managing a records center, and analyzing and improving active files.

Instructor:
Gregory S. Hunter, *Long Island University*

Workshop fee: $50.00. Use the MARAC registration form.

INVENTORYING, SCHEDULING AND APPRAISING ELECTRONIC RECORDS

Thursday, November 1, 1990, 9:00 a.m. - 5:00 p.m.

This workshop will present a practical, pragmatic approach to inventorying and appraising electronic records. Topics include conducting an inventory, developing an electronic records schedule, analyzing electronic records in the context of all available documentation, applying appraisal criteria, and choosing an accessioning strategy. The workshop introduces these concepts using traditional statistical data files as a basis for discussion and illustration then moves on to examine more recent trends including office automation, electronic mail, database management systems, decision support systems, expert systems, geographic information systems, and software. The goal of the workshop is to provide attendees with a set of conceptual tools to make informed choices when appraising electronic records. The target audience is practicing archivists and records managers who are or will be appraising electronic records. The workshop will be presented in nontechnical language for the most part, but some familiarity with basic concepts (hardware, software, database, etc.) will be assumed.

Instructor:
Michael L. Miller, *Environmental Protection Agency*

Workshop fee: $50.00. Use the MARAC registration form.

TOURS (Preregistration Required)

Utilizing Automation for Preservation at the National Archives 9:30 - 12:00 noon

The National Archives' Archival Research and Evaluation Staff will discuss and demonstrate two significant applications of computer technology to the preservation of records. The Charters Monitoring System uses computer enhanced photography and remote sensing technology to monitor any changes over time in the physical condition of the Charters of Freedom (Declaration of Independence. Constitution, and Bill of Rights) and other significant documents. The Optical Digital Image Storage System is a research pilot project to evaluate optical scanning and image storage systems to effect image enhancement of documents and to improve reference service through the use of automated search, retrieval, and replication techniques.

No fee.
Tour limited to 30. Assemble in the National Archives Lobby.
No transportation provided.

Gunston Hall and Pohick Church 12:30 - 5:30 p.m.

Gunston Hall Plantation is the colonial home of George Mason (1725-1792). George Mason was the author of the Virginia Bill of Rights and the chief designer of Virginia's Constitution. One of the most brillant of the Founding Fathers, Mason was an active participant in the Federal Constitution, and was the major voice in demanding a Bill of Rights for that Constitution. Gunston Hall is a fine 18th century plantation home with exquisite collections of period furnishings, finely carved woodwork, and spectacular gardens.

Pohick Church for over 200 years has served as an Episcopal church and was an Anglican one before then. Ordered in 1767 by George Washington, Daniel French, and George Mason, the structure was completed in 1774. All but the walls were destroyed in the Civil War, but Pohick Church was reopened for services in 1874, and restoration was begun in 1890. It serves a congregation of about 450.

Fee: $10.00 (includes admissions and transportation)
Tour is limited to 40. Assemble in the hotel lobby.

Woodlawn and Mount Vernon 1:00 - 8:00 p.m.

Tour Woodlawn Plantation, home of Nellie Custis Lewis. The plantation was a wedding gift from her foster grandfather, George Washington. Then visit Mount Vernon, home of our first president. Both plantations have a beautiful view of the Potomac River and exhibit the colonial lifestyle of their time. Complete the day by dining at the Mount Vernon Inn (cost included). Please dress casually with comfortable walking shoes.

Fee: $45.00 (includes admissions, transportation, dinner)
Tour limited to 25. Assemble in hotel lobby.

Walking Tour of Old Alexandria 4:15 - 5:45 p.m.

Join colonial garbed tour guides as they transport you to the days of George Washington. Retrace the path of history, hear tales of sailors from the past (Alexandria served as a port city in colonial times), and enjoy facts and dates along with humorous ancedotes. The tour will take you past the Ramsey House, Carlyle House, the City Hall, Gadsby's Tavern and Museum, Captain's Row, and the Athenaeum. Complete the day by dining in one of the area's restaurants (cost not Included).

Fee: $11.00 (includes admission and transportation)
Tour limited to 30. Assemble in hotel lobby.

IN ARCHIVES — Thursday, November 1, 1990

EXHIBITS — 12:00 noon - 6:00 p.m.

MARAC COMMITTEE MEETINGS

Nominations	1:00 - 3:00 p.m.
Publications	1:00 - 3:00 p.m.
Meetings Coordination	3:30 - 5:00 p.m.
Education	3:30 - 5:30 p.m.
Outreach	4:00 - 5:00 p.m.
Steering Committee	5:00 - 7:00 p.m.
Program Committees: Wilmington	1:00 - 3:00 p.m.
Roanoke	5:30 - 7:30 p.m.

HOSPITALITY SUITE — 9:00 - 12:00 midnight

PROGRAM - FRIDAY NOVEMBER 2, 1990

REGISTRATION — 8:30 a.m. - 4:30 p.m.

EXHIBITS — 9:00 a.m. - 4:30 p.m.

NEW MEMBER ORIENTATION — 8:30 a.m. - 9:00 a.m.

OPENING PLENARY SESSION — 9:00 - 9:45 a.m.

"IN ONE ERA AND OUT THE OTHER"

In his opening plenary address Frank Burke will firmly establish the role of **Automation in Archives** with an historical sketch of how computers and automation have assisted archivists and archives administration for more than twenty years. In addition to acquainting all attendees with a basic understanding of the past role of automation in archives, Frank Burke will inspire us to use the entire conference to learn more about **Automation in Archives.**

WELCOME
Leon J. Stout, *MARAC Chair*

INTRODUCTION
Donald F. Harrison, Program Chair

"In One Era and Out the Other"
Frank G. Burke, *University of Maryland*

BREAK — 9:45 - 10:15 a.m.

CONCURRENT SESSIONS: 10:15 - 11:45 a.m.

1. USING AUTOMATION TO SUPPORT APPRAISAL

Appraisal has long been characterized as one of the most difficult, yet most important archival activities. Can automation offer assistance? This session explores how automation can be used to support appraisal decisions. The first speaker will discuss a project at the National Archives exploring the feasibility of creating an expert system for scheduling and appraising records. The second speaker will examine current attempts to share appraisal information about government records using the RLIN online database.

Chair/Commentator
Meyer Fishbein, *National Archives and Records Administration*, retired

"Expert Systems and Appraisal"
Avra Michelson, *National Archives and Records Administration*

"Putting Appraisal Information On-Line: What Are We Learning?"
Tom Ruller, *New York State Archives and Records Administration*

2. THE SIBLING BOND: AUTOMATION AND DESCRIPTIVE STANDARDS

Automation has been a catalytic force in the development of descriptive standards for archives. Since the introduction of the USMARC AMC format in 1983, significant steps have been instituted to standardize archival descriptive practice. This session will focus on the developments to identify areas of descriptive practice in need of standardization, and then to develop the necessary standards. The substantial agenda proposed by the national Working Group on Standards for Archival Description will be reviewed, and plans for accomplishing the needed work will be discussed. Specific efforts to establish common practice among repositories also will be presented.

Chair/Commentator
Sharon Thibodeau, *National Archives and Records Administration*

"The National Working Group on Standards for Archival Description"
Richard Szary, *Yale University*

"Can You Take a Herd of Kangaroos for a Walk? Efforts by the RLG Government Records Project to Achieve Common Descriptive Practice"
Debra Pendleton, *Alabama Department of Archives and History*

3. CAMPUS INTERRELATIONSHIPS AND RESPONSIBILITIES FOR COMPUTERIZED INFORMATION

What are the roles and functions of academic campus librarians and archivists regarding computerized archival and library materials created or acquired at their campus? How do these responsibilities relate to those of the campus computing center? Where should there be collaboration, where are there distinct roles? Can new responsibilities be assumed by traditional organizational structures? What are the budgetary and programming implications?

Chair/Commentator
Leon J. Stout, *The Pennsylvania State University*

"Archives in Academe: Their Role and Place in the Structure of Information Resources Management"
Lawrence McCrank, *Ferris State University*

"Academic Data Archives"
Sarah Cox-Byrne, *Vassar College*

4. THE "NEW LOOK" IN THE READING ROOM: RESEARCHER'S USE OF TECHNOLOGY

Increasingly, automation is being used in the conduct of research in an archival repository. The discussion will focus on searching bibliographic databases (RLIN and local), using laptop computers for research and writing, and using computers in reading rooms for (virtually) unassisted researcher access to collection descriptions.

Chair/Commentator
Br. Denis Sennett, *Friars of the Atonement Archives*

"Automation: A Tool for Research"
James A. Smith, *New School for Social Research*

"Automating the Research Room"
David W. Carmichael, *Westchester County Archives*

5. PERSONAL COMPUTER SOFTWARE SYSTEMS: ARCHIVAL USERS EXCHANGE DISCUSSIONS

Small archives with limited resources can employ relatively inexpensive microcomputer-based database management systems and word processing software packages to administer their holdings. MARAC members experienced with a broad range of commercial software packages will conduct simultaneous descriptions of each software package, emphasizing its applications in an archival setting. Attendees will have an opportunity to discuss the software package of their own choice. In session 11 vendors for the same software packages will be available to demonstrate their products, provide literature and answer questions.

"dBASE"
Edward Wirth
Edison National Historic Site

"RBASE"
Glenn McAnninch
Kentucky Department for Libraries and Archives

"Minaret"
To be announced

"Micromarc.amc"
William Reader
Department of Defense

"Advanced Revelation"
Tom Harkins
Duke University

"Marcon Plus"
Julia Morgan
Johns Hopkins University

"Word Perfect"
Roberta Thornton
National Archives and Records Administration

"Data Ease"
Jean Hrichus
Chase Manhattan Bank

"InMagic"
Jan Blodgett
St. Mary's County Records Center and Archives

"Pagemaker"
Russell Gasero
Reformed Church in America

6. FINANCIAL RECORDS -- THEN AND NOW

Archivists and curators are sometimes intimidated by the prospect of surveying and appraising financial records. This session will outline the development of accounting, describe the types of records created and collected in the past, and how they are used by researchers, and will discuss modern financial records and the difficulties facing archivists in coping with them.

Chair/Commentator
Patrick B. Nolan, *Hagley Museum and Library*

"The Form of Financial Records Before 1900"
Florence Bartoshesy Lathrop, *Harvard University*

"Consolidating Your Balance Sheet"
Leslie Mara Simon, *CIGNA Corporation*

LUNCHEON 12:00 noon - 1:30 p.m.

LUNCHEON ADDRESS: "Urban Archeology in Alexandria - Excavating and Managing Artifacts and Archives"
Pam Cressey, *Office of Historic Alexandria*

CONCURRENT SESSIONS **1:45 - 3:10 p.m.**

7. THE CHANGING NATURE OF RECORDKEEPING: 200 YEARS AT THE BUREAU OF THE CENSUS AND THE PATENT AND TRADEMARK OFFICE

The Bureau of the Census and the Patent and Trademark Office both are celebrating their two-hundredth anniversary in 1990. Speakers from the two agencies will discuss the records created by their agencies over the past two centuries and how automation has changed the records and their research uses. The commentator will examine how automation has affected the documentation of both agencies' work and the selection of permanent records for archival preservation.

Chair/Commentator
Michael Miller, *Environmental Protection Agency*

"Bureau of the Census"
David Pemberton, *Bureau of the Census*

"Patent and Trademark Office"
Jay Lucas, *Patent and Trademark Office*

8. USING THE ART AND ARCHITECTURE THESAURUS: A WORKSHOP

An introduction for archivists to using the Art and Architecture Thesaurus (AAT). The AAT, available online on the Research Libraries Information Network (RLIN) and in published form, contains many useful items for form of material, function, and other indexing points of interest to archivists. Staff of the AAT will provide instruction in using this thesaurus for constructing access points, including facetted string indexing. This workshop is scheduled for three hours.

Enrollment is limited to 30. Use the MARAC registration form.

Workshop Instructor:
Cathy Whitehead, *Art and Architecture Thesaurus Project*

9. LEGAL ISSUES CONCERNING ELECTRONIC RECORDS

A discussion of current issues affecting access to electronic records. Participants include a representative of the Department of Justice's Office of Information Policy and a spokesperson for information users.

Chair/Commentator:
Trudy H. Peterson, *National Archives and Records Administration*

"Freedom of Information: Status and Policy"
John Adams, *Department of Justice*

"Public Access to the Public's Records"
Katherine Wallman, *Council of Professional Associations on Federal Statistics (COPAFS)*

10. STUDYING YOUR RESEARCHERS: ASSESSING WHO IS USING WHAT, WHY, AND HOW SUCCESSFULLY

Archivists have initiated studies of their researchers in order to increase access to, use of, and scholarship in archival records and manuscripts. Two archivists, currently engaged in researcher studies, will discuss their findings as they relate both to how researchers use records and to how archivists deliver reference services. The studies seek to determine similarities between archives and what activities can be streamlined, in order to better serve the scholarly community.

Chair/Commentator
Kenneth Rose, *Rockefeller Archive Center*

"Improving Archival Reference Services"
John Fleckner, *Smithsonian Institution*

"The User Study at the National Archives"
Paul Conway, *National Archives and Records Administration*

11. PERSONAL COMPUTERS SOFTWARE SYSTEMS: VENDOR DEMONSTRATIONS

Small archives with limited resources can employ relatively inexpensive microcomputer-based database management systems and word processing packages to administer their holdings. Commercial vendors simultaneously will demonstrate their software packages, emphasizing its applications in an archival setting. In addition to demonstrating their software systems, the vendors will distribute literature, and answer any questions which arise from their demonstrations and/or the discussions in session 5. This session may run up to three hours.

"dBASE"
Keith Hurwitz
Ashton-Tate, Inc.

"WordPerfect"
Mitch Pendelton
WordPerfect Corporation

"Marcon Plus"
Ted Durr
Interactive Support Systems

"InMagic"
David Batty
CBB Enterprises

"Minaret"
Geoff Mottram
Cactus Software

"Data Ease"
Chris Guziak
Software Solutions, Inc.

"Micromarc.amc"
Fred Honhart
Michigan State University

"Page Maker"
Lori Giorno
Aldus Corporation

"Advanced Relevation"
Eleanora Dean
Relevation Technologies

"Rbase"
Wendy Rieger
Microrim Corporation

12. ARCHIVES AND THE DOCUMENTATION AND RESTORATION OF HISTORIC PROPERTIES: THE WHITE HOUSE AND THE CAPITOL

Archival sources play a vital role in historical property restoration and documentation. Two speakers will present illustrated slide-talks on this archival role as it relates to two buildings we all feel we know, but will get to know much better.

Chair/Commentator
Jean Taylor Federico, *Office of Historic Alexandria*

"The White House"
Betty C. Monkman, *The White House, Office of the Curator*

"The Capitol"
William C. Allen, *Office of the Architect of the Capitol*

CONCURRENT SESSIONS 3:20 - 4:45 p.m.

13. VIETNAM RECORDS

For the first time in military history, computers were used to support field operations of U.S. forces in the War in Southeast Asia. Consequently there are electronic records surviving the war as well as conventional media, which themselves are now controlled by archives using automated techniques. This session will use three MARAC area collections of varying origins and media, as examples. Each participant will discuss the automated issues germane to their repository and provide some insight on how they are meeting these challenges.

Chair/Commentator
Donald F. Harrison, *National Archives and Records Administration*

"Searching for Vietnam: Automated Access to Records Relating to the Vietnam War"
Elaine Engst, *Cornell University*

"Electronic Records and the Vietnam War"
Margaret O. Adams, *National Archives and Records Administration*

"Dealing With a Bloody Mess: Automated Databases for the Vietnam Project"
Henry Mayer, *National Archives and Records Administration*

14. AUTOMATED CONTROL OF NON-PAPER ARCHIVAL MATERIALS

Non-paper archival materials have special description requirements that have to be addressed when developing automated control systems for such records. This session will present the experience of two repositories that have wrestled with special requirements.

Chair/Commentator:
Thomas Soapes, *Smithsonian Institution*

"Automated Access to Landscape Architecture Drawings"
Lee Farrow, *Frederick Law Olmsted National Historic Site*

"Automated Access to Photographs"
Edward McCarter, *National Archives and Records Administration*

15. FEES FOR INFORMATION

The process of finding, acquiring, and providing information has been affected significantly by automation. Information in an automated format is a commodity with a growing "market" value. The emergence of, and increasing reliance upon, national online systems is one manifestation of this impact. Should fees be charged? Who should pay fees? Should institutions absorb the costs of accessing online data bases and/ or conducting bibliographic searches?

A second issue concerns government documents, provided to depository libraries at no cost. Increasingly, they are being converted from documents and publications to data bases. What should be the role of the depository? Should the government charge for information collected at taxpayer expense? Should vendors be permitted to monopolize information through their "value added" services?

Chair/Commentator:
Bettie Steiger, *Xerox Corporation*

Lida Churchville, *National Archives and Records Administration*

Susan Tulis, *University of Virginia*

16. PLANNING FOR THE FUTURE: REFERENCE SERVICE

Reference service, like other archival functions, is benefitting from recent developments in automation for archival repositories. Currently there are several management information systems implemented or in development. The potential of two such systems, AMIS and EPIC, will be discussed, as well as plans for the use of automation in providing efficient and effective reference services at the new National Archives facility (Archives II), will be discussed within this context. The chair also will assess the role of technology in public service activity.

Chair/Commentator:
Steven L. Hensen, *Duke University*

"AMIS - RLG's Archives and Museum Information System"
Ellen S. Dunlap, *The Rosenbach Museum and Library*

"Reference Services at Archives II"
R. Michael McReynolds, *National Archives and Records Administration*

"EPIC and its Potential"
Robert Schnare, *Naval War College*

17. ARCHIVES, PHOTOGRAPHS, AND THE CIVIL WAR

A discussion of the collection, preservation, and use of archival sources, especially photographic sources, relating to Civil War history. The slide presentations will demonstrate use, illustrate research experiences, and provide a fascinating glimpse of life in Alexandria, Virginia, during the Civil War.

Chair/Commentator:
William F. Stapp, *Smithsonian Institution*

Wally Owen, *National Archives and Records Administration*

Harrison J. Williams, III, *Time-Life Books*

STATE CAUCUS MEETINGS 4:45 - 5:15 p.m.

RECEPTION AT GADSBY'S TAVERN 5:30 - 7:00 p.m.

HOSPITALITY SUITE 9:00 - 12:00 midnight

PROGRAM - SATURDAY, NOVEMBER 3, 1990

REGISTRATION 8:00 - 9:30 a.m.

BREAKFAST AND MARAC BUSINESS MEETING 8:00 - 9:20 a.m.

CONCURRENT SESSIONS 9:30 - 11:00 a.m.

18. WHAT CAN WE DO WITH GEOGRAPHIC INFORMATION SYSTEMS NOW?

Geographic Information Systems are a hot item in government offices from the federal to the local level. They are a rich source of information especially at the local level, but they present daunting problems for archivists and librarians. The session will include a non technical overview of the problems archivists and librarians face in dealing with geographic information systems, an overview of the Library of Congress' plans in this area, and an analysis of appraisal considerations and options.

Chair/Commentator
Nancy Miller, *National Archives and Records Administration*

"What Archivists Need to Know about GIS"
Gary North, *United States Geological Service*

"How the Library of Congress Looks at GIS"
Ralph Ehrenberg, *Library of Congress*

"Addressing GIS: Points of Departure"
James Whittington, *National Archives and Records Administration*

19. IMPLEMENTATION ISSUES: ARE WE CONCENTRATING ON USMARC, RATHER THAN BUILDING SYSTEMS THAT WORK FOR US?

Six years after publication of the USMARC AMC format, archivists can choose from a variety of software implementations that can manipulate MARC-formatted data. The national bibliographic networks of RLIN and OCLC, local library systems such as NOTIS, GEAC, LS/2000, and VTLS, and the PC-based MicroMARC.amc and Minaret can all accomodate the USMARC AMC format. Each system implements the format in a different way. Each system has different screen displays, search protocols, record size limits, tracking functionality, and report capabilities. For example, how does each software package handle data in Action Field (583) or the Donor Field (541)? This session will explore several software implementations examining the positive and negative aspects of each system and suggesting changes to enable them to exploit computer capabilities while allowing archivists to exchange data using the USMARC AMC format.

Chair/Commentator
Lisa Weber, *National Archives and Records Administration*

"Bibliographic Networks and Local Needs"
H. Thomas Hickerson, *Cornell University*

"The Micro View"
Kathleen Roe, *New York State Archives and Records Administration*

20. DESIGNING A DATABASE: A LITTLE THEORY AND A LOT OF PRACTICE

What should archivists do to design computer data bases for automating various aspects of archival administration such as appraisal, accessioning, description, or reference? The instructor will discuss the steps involved in determining which processes to automate, rationalizing the process to be automated, selecting the data elements to be included, testing the data base prototype, and implementing the system.

Chair/Commentator
Kenneth Thibodeau, *National Archives and Records Administration*

Jon Reynolds, *Georgetown University*

21. THE IMPACT OF AUTOMATION ON ARCHIVAL SERVICES

The issues surrounding the integration of archival description in library online public access catalogs (OPACs) affect archival reference service. The role of the reference archivist as instructor will be examined, especially as it relates to assisting researchers in understanding and successfully searching a catalog which contains descriptive information in research materials. This effort will be examined both from the perspective of a variety of formats and of several institutional locations.

Chair/Commentator:
Martha Hodges, *Cornell University*

"The Electronic Family of New York: Combining the State Library and State Archives Online Catalog"
Beth Golding, *New York State Archives and Records Administration*

"Educating the Educated: Instructing Researchers on the Use of Automated Databases at Yale University"
Judith Schiff, *Yale University*

22. THE SECRET ARCHIVES OF WASHINGTON, DC: LOCAL ARCHIVES WITH NATIONAL SCOPE

This panel of archivists from smaller archives in the Washington area that have a national scope will present lively illustrated (slide) introductions to their collections. They will introduce MARAC members to a "hidden world" of archival sources that exists in Washington. (YES! There are archives in Washington, other than NARA.)

Chair/Commentator
Larry Baume, *District of Columbia Archives*

Tony P. Wrenn, *American Institute of Architects*
Barbara Vandergrift, *National Press Club*
Maygene Daniels, *National Gallery of Art*
Thomas Shorebird, *The National Theatre*
James D. Walker, *Sumner School Museum and Archives*
Fred Stielow, *AfroAmerican Newspapers Archives*

23. DOCUMENTING THE AMERICAN FAMILY

Archivists who have experience with government, religious, and business records will discuss how these different sources document the family, how the records are being used or could be used, the tension between social history and genealogical research, and the potential for regional cooperation among repositories.

Chair/Commentator
Thomas Kemp, *Historical Society of Pennsylvania*

"Religious Archives: A Neglected Resource for Social History"
Barbara Geller, *New York State Archives and Records Administration*

"Beyond Genealogy to Social History in the Westchester County Archives"
Diana Maull, *Westchester County Archives*

"Getting to the Roots: The Search for Family History Among Personal Papers"
Karen L. Jefferson, *Howard University*

CLOSING PLENARY SESSION 11:15 a.m. - 12:15 p.m.

"NONCONGRUENT PERSPECTIVES"

A vigorous dialogue of two widely differing opinions on approaches to the use of automation in archives administration will remind the audience of the issues faced in **Automation in Archives**, emphasize the themes discussed during the conference, and provide both a vision for the future and a perspective on the role archivists may play.

Moderator
Nancy A. Sahli, *National Archives and Records Administration*

Panelists
Frank B. Evans, *National Archives and Records Administration*

David Bearman, *Archives and Museum Infomatics*

PROGRAM PARTICIPANTS

Participant	Session Number
Adams, John	9
Adams, Margaret O.	13
Allen, William C.	12
Batty, David	11
Baume, Larry	22
Bearman, David	CP
Blodgett, Jan	5
Burke, Frank	OP
Carmichael, David	4
Churchville, Lida	15
Conway, Paul	10
Cox-Byrne, Sarah	3
Cressey, Pamela	L
Daniels, Maygene	22
Dean, Eleanore	11
Dunlap, Ellen	16
Durr, Ted	11
Ehrenberg, Ralph	18
Engst, Elaine	13
Evans, Frank	CP
Farrow, Lee	14
Federico, Jean T.	12
Fishbein, Meyer	1
Fleckner, John	10
Gasero, Russell	5
Geller, Barbara	23
Giorno, Lori	11
Golding, Beth	21
Guziak, Chris	11
Harkins, Tom	5
Harrison, Donald F.	13
Hensen, Steven L.	16
Hickerson, Tom	19
Hodges, Martha	21
Hornhart, Fred	11
Hrichus, Jean	5
Hurwitz, Keith	11
Jefferson, Karen L.	23
Kemp, Thomas	23
Lathrop, Florence B.	6
Lucas, Jay	7
Mayer, Henry	13
Maull, Diana	23
McAnninch, Glenn	5
McCrank, Lawrence	3
McCarter, Ed	14
McReynolds, R. Michael	16
Michelson, Avra	1
Miller, Michael L.	7
Miller, Nancy	18
Monkman, Betty C.	12
Morgan, Julia	5
Mottram, Geoff	11
Nolan, Patrick B.	6
North, Gary	18
Owen, Wally	17
Pemberton, David	7
Pendelton, Debbie	2
Pendelton, Mitch	11
Peterson, Trudy H.	9
Reader, William	5
Reynolds, Jon	20
Rieger, Wendy	11
Roe, Kathleen	19
Rose, Kenneth	10
Ruller, Thomas	1
Sahli, Nancy	CP
Schnare, Robert	16
Schiff, Judith	21
Sennett, Denis	4
Shorebird, Thomas	22
Simon, Leslie M.	6
Smith, James A.	4
Soapes, Thomas F.	14
Stapp, William F.	17
Steiger, Bettie	15
Stielow, Fred	22
Stout, Leon J.	3
Szary, Richard	2
Thibodeau, Kenneth	20
Thibodeau, Sharon	2
Thornton, Roberta	5
Tulis, Susan	15
Vandergrift, Barbara	22
Wallman, Katherine	9
Walker, James W.	22
Weber, Lisa	19
Whitehead, Cathy	8
Whittington, Jim	18
Wirth, Edward	5
Williams, Harrison J.	17
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NOTES

NOTES

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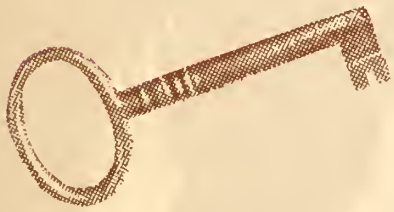

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